

ADM-4

DD/S&T-1691-63

100-71033

MEMORANDUM FOR: Logistics Services Division

SUBJECT : Installation of Call Director and  
Elaboration of Intercom System

1. The Deputy Director for Science and Technology desires that the intercom system presently located in Room 3E14 be netted into appropriate staff offices through Room 3E36. This arrangement entails the installation of three intercom systems and the conjunction of these systems at the DD/S&T secretarial and office position. Offices being served by individual intercom systems need not be joined one with the other. A representative of the telephone branch together with a representative of this office recently surveyed this office for purposes of diagramming required changes. This diagram may be used as a basis for fulfilling this work order.

2. While the Deputy Director for Support has not approved the installation of a director at the secretarial position, concurrence in this request is expected to be forthcoming in the very near future. Accordingly, we request that action be taken to effect the installation of this director. This request is justified on the basis that the secretary will not have to answer incoming calls by entering the Office of the Deputy Director for Science and Technology. Additionally, she will be able to answer incoming calls on the director while Dr. Wheeler is engaged in other conversations.

3. Your effort to attach the highest priority to the installation of this system shall be greatly appreciated. One hole must be

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drilled in connection with this work request which we request be accomplished during evening hours so as to minimize disturbances to the staff personnel. The carpeting presently located in the executive suite must be removed prior to drilling the hole.

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Chief, Support Staff  
Deputy Director  
(Science and Technology)

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15 Oct. 1963

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ADM-7

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